



Wasatch County

Planning Department
55 S 500 East Heber City, UT 84032
(435) 657-3205
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

Application for Conditional Use Permit

Application Fee: \$200.00+ \$.50 per letter + Costs (Costs include any Engineering Review expenses and legal noticing)

Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.

Owner(s) of Record

Full Name:			Date:	
Last	First	M.I.		
Address:				
Street Address		Apartment/Unit #		
City		State	ZIP Code	
Phone:	E-mail Address:			

Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name:				
Last	First	M.I.		
Address:				
Street Address		Apartment/Unit #		
City		State	ZIP Code	
Phone:	E-mail Address:			

Property Location

Project Name:			
Location Information:			
Street Address		Subdivision/City	
Parcel Number(s)	Section(s)	Township(s)	Range(s)
Reason for Conditional Use:			

The below checklist must be included with your application with all items checked off as complete or your application will not be processed.

Wasatch County Conditional Use Permit

Conditional Use:

Although each zone attempts to identify permitted land uses that are generally compatible with each other and to assign compatible land uses to specific zoning districts, there are land uses that are more intensive and produce special impacts, which can be made compatible only through conditional regulation. If properly and carefully planned, these conditional uses may become compatible and appropriate.

Application Requirements:

Project Description:

On a separate piece of paper, please complete the following requests and attach to this application:

List any prior County approvals or permits issued for the subject property. _____

List the existing zoning: _____

Current use of the property: _____

Total project area: _____

Acres: _____

Square feet: _____

Number of residential units: _____

Average unit size: _____

Square feet: _____

Commercial area: _____

Gross floor area: _____

Net leasable area: _____

Type(s) of business activity: _____

Number of parking spaces (Per Land Management Code - Title 16):

Required: _____ Proposed: _____

Project accessed by: (check one)

- ☐ Public road ☐ Private road ☐ Private driveway

Ownership/occupancy: (check one)

- ☐ Owner occupied ☐ Lease ☐ Nightly rental ☐ Condominium ☐ Timeshare

Water service availability: (check one)

- ☐ Existing ☐ Require extension of County services ☐ Well ☐ New system

List any other applications under review: _____

Submittal Requirements:

- ☐ Completed application form.
- ☐ Pay required fees and Costs
- ☐ An accurate list of the names and addresses of all property owners of current record within five-hundred (500) feet of the property, including your own. (This information is available in the Wasatch County Recorder's Office)
- ☐ Provide unsealed, stamped envelopes addressed to each property owner of current record within five-hundred (500) feet of the property, including your own, as well as \$.50 per letter for the office staff to attach information and provide verification that the letters have been sent.
- ☐ One (1) D-size sheet (24"x36") of plans drawn to scale >1"=100'.
- ☐ Two (2) 11"x 17" copies of plans.
- ☐ Provide a CD containing 'pdf' files of entire application / all documents;

Provide a completed conditional use application and the following information:

(If items listed are determined to be unnecessary in a specific circumstance, the Planning Staff may waive the requirement. However, if additional information is needed in a specific circumstance, the Planning Staff may request reasonable additional information.)

- ☐ Site plan showing the existing conditions, including any existing buildings prior to any demolition or grading, as well as the north arrow and scale;
- ☐ A plan identifying the subject site in relation to adjoining public streets, residential uses and the neighborhood in which it is located;
- ☐ The boundaries of the site, and any easements of record or known prescriptive easements;
- ☐ Topography with contours shown at intervals of not more than two (2) feet;
- ☐ Vegetation type and location;
- ☐ Soil type and load carrying capacity information;
- ☐ Any information regarding 100-year flood plain, high ground water areas, known springs or seep areas, and ditches or canals;
- ☐ All existing roads, fences, irrigation ditches, and drainage facilities;
- ☐ Location of public utility facilities and easements;
- ☐ Site plan of the proposed conditional use showing building locations and proposed landscaping;
- ☐ Proposed road locations, parking spaces and other circulation features;
- ☐ Proposed finished grade;
- ☐ Proposed drainage, drainage works, retaining walls and erosion control plans;
- ☐ Proposed location of all site improvements;
- ☐ Proposed easements for new utility services or relocated utility services;
- ☐ Ownership of areas shown on the site plan if part of a condominium unit, common area or dedicated open space;
- ☐ General architectural drawings of proposed buildings;
- ☐ Lighting and signage plans;
- ☐ View-shed analysis or photo-simulations, if applicable;
- ☐ A preliminary title report showing title to the property vested in the applicant, the encumbrances, covenants, easements, and other matters affecting the title, and a legal description of the site, with attached copies of any covenants or easements mentioned in the title report;
- ☐ A development schedule indicating phased development, if any and the estimated completion date for the project;
- ☐ Stamped addressed envelopes for all property owners within five-hundred (500) feet of any boundary of the subject property with their current mailing addresses as shown from the most recently available County assessment rolls, unless the subject property is a condominium which has an owner's association, the name and address of the owner's association is sufficient in lieu of each owner;
- ☐ A general description of the project, the prospective tenants or occupants, whether condominium ownership, time share ownership, or nightly rental use are proposed, and the proposed property management structure for any timeshare or nightly rentals.

Please Read And Sign Before Application Submittal

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of
Owner/ Agent: _____ Date: _____

IMPORTANT:

Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.